

FOOD ADMINISTRATOR I (CORRECTIONAL FACILITY)



OPEN-SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	SPOT EXAMINATION FOR: SEE ATTACHED LISTING OF LOCAL TESTING OFFICES Indicate in Block No. 1 of your application under the examination title the location where you wish to establish eligibility. Candidates may only establish eligibility in one location. If only one location is listed, indicate that location on your application.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period for this examination is: January-December . Applications will not be accepted on a promotional basis.
HOW TO APPLY	Submit applications to address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Applications may be filed in person or by mail.
APPLICATION DEADLINE/ REQUIREMENTS	Applications will be accepted on a continuous basis and will be retained for 12 months. After this period, applicants should submit a new application. All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application. <u>NOTE:</u> Only applications with an original signature will be accepted.
TEST DATE	To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.
SALARY RANGE(S)	As of 8/31/01 : \$3408. - \$4142.
MINIMUM QUALIFICATIONS	<p><u>Either I</u> One year of experience in California state service performing the duties of a Dietician.</p> <p><u>Or II</u> Experience: One year of experience in a hospital as a dietician, nutritionist, or food service manager, with responsibility for the technical direction of a group of diet pantry employees. <u>and</u></p> <p>Education: Equivalent to graduation from college and completion of an approved internship in institutional management or dietetics. (Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)</p> <p><u>Or III</u> Experience: Three years of experience as a dietician, nutritionist, or food service manager with responsibility for the technical direction of a group of dietary unit employees, one year of which must have been under the supervision of a professionally trained dietician. <u>and</u></p> <p>Education: Equivalent to graduation from college with a Bachelor's Degree in Foods, Nutrition, or Institution Management.</p> <p>NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.</p> <p>Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</p> <p>Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
EXAMINATION PLAN	This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

EXAMINATION PLAN CONTINUED	<p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Principles and practices of nutrition and dietetics.Food handling sanitation and the sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.Effective personnel management practices.Food accounting.Use of purchase orders for food and equipment.Preparation and use of recipes in a food control program.Principles and practices of quantity cooking.Training methodsSpecifications and plans for suitable buildings, working areas, and equipment for culinary departments.The Equal Employment Opportunity objectives.A supervisor's role in Equal Employment Opportunity and the processes available to meet objectives. <p>B. Skill in:</p> <ol style="list-style-type: none">Judging food quality. <p>C. Ability to:</p> <ol style="list-style-type: none">Communicate effectivelyApply the principles and practices of nutrition and dietetics.Plan, organize, and direct the work of others.Adjust rations to changing needs.Keep inventories and make requisitions.Plan and conduct in-service training programs.Analyze situations accurately and adopt an effective course of action.Keep records and prepare reports.Effectively contribute to the Equal Employment Opportunity objectives. <p>If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
ELIGIBLE LIST INFORMATION	<p>Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period. A separate eligible list will be established to fill vacancies for each of the location(s) listed above.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>A Food Administrator I (Correctional Facility), under direction, either (1) in a small State correctional facility, plans, directs, and coordinates all food service and dietary activities, or (2) in a large State correctional facility, plans, organizes, and directs the therapeutic diet program; organizes and conducts training programs for food service personnel; as assigned, assists in the administration of the food service department; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work.</p> <p>Position(s) exist with the Institution(s) listed on the attached listing.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veterans preference points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FOOD ADMINISTRATOR I (CORRECTIONAL FACILITY)

CALIFORNIA MEDICAL FACILITY

1600 California Drive
Vacaville, CA 95696-2000
(707) 448-6841 EXT. 7082
TDD: (800) 735-2922

MULE CREEK STATE PRISON

4001 Highway 104
P.O. Box 409099
Ione, CA 95640
(209) 274-4911 EXT. 5261
TDD: (800) 735-2922

CALIFORNIA MEN'S COLONY

Highway 1
P.O. Box 8101
San Luis Obispo, CA 93409-8101
(805) 547-7900 EXT. 7943
TDD: (800) 735-2922

PELICAN BAY STATE PRISON

5905 Lake Earl Drive
P.O. Box 7200
Crescent City, CA 95532-7200
(707) 465-1000 EXT. 9028
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, LOS ANGELES COUNTY

Attn: Personnel Office
44750 – 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2922

RICHARD J. DONOVAN CORRECTIONAL FACILITY

480 Alta Road
San Diego, CA 92179
(619) 661-6500 EXT. 7868
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SACRAMENTO

Prison Road
P.O. Box 290010
Represa, CA 95671-0010
(916) 985-8610 EXT. 5336
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SAN QUENTIN

San Quentin, CA 94964-1086
(415) 454-1460 EXT. 5021
TDD: (800) 735-2922

CENTRAL CALIFORNIA WOMEN'S FACILITY

23370 Road 22
P.O. Box 1501
Chowchilla, CA 93610-1501
(559) 665-5531 EXT. 5041
TDD: (800) 735-2922

HIGH DESERT STATE PRISON

475-750 Rice Canyon Road
P.O. Box 270220
Susanville, CA 96127-0220
(530) 251-5100 EXT. 5634
TDD: (800) 735-2922

**(PLEASE NOTE: THIS INSTITUTION
ADMINISTERS DELEGATED EXAMINATIONS
FOR CALIFORNIA CORRECTIONAL CENTER)**